

BOARD OF SELECTMEN – SEPTEMBER 26, 2011

I. Call to Order/Roll Call

Chairman Brian Major called the Work Session of the Board of Selectmen to order at 5:35 P.M. in the Selectmen's Conference Room at the Town Offices. Present were: Chairman Major and Selectmen Mary Lyman, Ted Teichert and Selectman Paul Salafia. Selectman Alex Vispoli arrived after the meeting opened. Also present were: Town Manager Buzz Stapczynski and Assistant Town Clerk Kathy McKenna. The meeting was duly posted and cable-cast live.

II. Work Session – FY-2012 Goals & Objectives

A. Board's FY-2012 Goals & Objectives

Chairman Major recapped the four goals discussed at the previous Work Session. They are: 1) Sustainable Savings, 2) Debt Analysis Tools, 3) Action Plan Implementation and 4) Zero Use of Free Cash. The purpose of tonight's meeting is to have an open discussion of the goals, look at the wording, the percentage points applied, and the pay-off matrix for each goal.

The members discussed the difference between what the Town Manager's expected responsibilities are and how they become goals when encouraged to be more aggressively accomplished when set as performance targets.

The Board discussed various scenarios for Goal #1 which is to achieve a set dollar amount of sustainable operating budget savings in salary and/or health benefits. The Board discussed the overall dollar value to use and how to measure savings in labor and health insurance considering all the various factors that come into play. After a lengthy discussion, the Board agreed to use the amount of \$225,000 as the number for sustainable savings and to assign fifty percentage points to this goal.

Goal #2 – Development of a Debt Analysis Tool that enables knowledge of the impact of one or more capital project proposals against existing debt, the evaluation of debt ratio against Board Policy, taxation impact of both included and excluded debt, and the financial impact of delaying a project into the future (using cost escalation estimates). The Board discussed the key deliverables for this goal and agreed that partial credit would not be permitted for this goal – all must be achieved. The Board unanimously agreed that this goal is critical this year due to the number of proposed projects coming forward. Twenty percentage points are assigned to achievement of this goal.

Goal #3 – Action Plan Implementation is a carry-over goal from the previous year. The Town Manager is charged with presenting a final implementation plan for the four consolidation/privatization/regionalization action plans developed from the FY-11 Goals with detailed budget information presented to the Board who will then weigh-in on the solution to either implement, not implement, or to revise a plan. The goal should result in some form of cost savings or benefit to the Town and reflect policies of the Board. Each of the four action plans is worth 5 percentage points.

Goal #4 – Developing the FY-13 Operating Budget with zero use of Free Cash and/or Stabilization Funds was unanimously agreed to, and that full credit only is permitted on this goal of which ten percentage points are assigned. Should the Board agree to use Free Cash or the Stabilization Fund to balance the budget, it will not have a negative effect on the Town Manager's rating.

The Payoff Matrix and Level of Attainment for each goal were discussed and it was determined to allow for flexibility in the level of attainment (i.e. 90-100%, 80-89% etc.). The Payoff Matrix is as follows:

Attainment Level	Merit Raise	Bonus Payment
90-100%	2.5%	1.5%
85-89%	2.0%	1.0%
75-84%	1.5%	0.5%
60-74%	0.5%	.25%
Below 60%	0.0%	0.0%

Selectman Lyman motioned to approve the four goals, their percentages, and the Payoff Matrix as presented. The motion was seconded by Selectman Vispoli and unanimously approved.

The Selectman adjourned from the Work Session at 6:58 P.M. and reconvened to Regular Session at 7:08 P.M.

III. Opening Ceremonies

Chairman Major asked for a Moment of Silence followed by the Pledge of Allegiance.

IV. Communications/Announcements/Liaison Reports

The Town Manager made the following announcements:

- ~ MBTA crews are upgrading the rail line and until completed, train whistles and horns are required as a safety precaution even though Andover is a “no whistle” Town.
- ~ South Church is celebrating their 300th Anniversary and Selectmen are invited to march in their parade scheduled for October 16th at 9:45 A.M.
- ~ Mass. Municipal Association Breakfasts are scheduled for September 30th in Haverhill and on October 14th in North Reading.
- ~ The compost site at Bald Hill will be open from October 3-November 27th. Hours, cost, and additional information can be found on the Town website.
- ~ The new flu vaccine for seniors will be offered at the Senior Center beginning September 30th.

Selectman Salafia reported the Town Yard Task Force is meeting on October 4th and scheduled to complete the evaluations on property for the future Town Yard.

Selectman Teichert reported that the School Building Committee will meet on Wednesday, September 28th at 7:30 A.M. in the Selectmen’s Conference Room.

Selectman Lyman said the Elderly Housing Board is meeting on Tuesday, September 27th at 6:30 P.M. and the Commission on Disability on Wednesday, September 28th at the Memorial Hall Library at 7:00 P.M.

Selectman Vispoli congratulated the Andover Business Community and all those who participated in making Andover Day so successful. The event was well attended and well organized.

Selectman Vispoli also gave a brief update on the I-93 Project. The three communities

signed a letter last Fall in agreement of a ramp design, the MEPA project is almost complete, however, Federal funding is still being held up at this point in time.

Mr. Vispoli reported that he and Selectman Lyman met as a sub-committee to outline goals for the Town Accountant and expect the Town Accountant's presentation of goals to be on the next meeting agenda. He also would like a report on the status of the IT Department.

Chairman Major congratulated Ted Teichert and his team for a successful Andover Day on Saturday. He also reported that the three Chairs (Finance Committee, Board of Selectmen and School Committee) have been meeting weekly for high-level budget discussions in preparation of the 2013 budget season.

V. Citizens Petitions and Presentations

Mary Carbone, 3 Cyr Circle, asked how campaign promises affect goals and objections. Chairman Major said Board decisions are a consensus of collective thoughts and ideas.

Michael Mosca, Salem Street, is concerned about additional taxes, the State budget deficit, unemployment in Town, additional school funding, 8.8% decrease in home sales, OPEB under-funding, teachers' unsettled contract, new building proposals, etc. and respectfully requested that the Board consider not convening a Special Town Meeting or bringing any new proposals to the Spring Town Meeting and that we spend our money wisely.

John Pasquale, 47B Whittier Street, asked that the unsightly areas around Town be cleaned up especially in the islands behind Old Town Hall and to trim and cut the shrubs on the islands along Rte. 28 in the area around Phillips Academy.

VI. Regular Business of the Board

A. Andover Youth Foundation

Diane Costagliola, President of the Andover Youth Foundation, and Youth Services Director Bill Fahey presented a proposal to the Board for the new Youth Center. Youth Services has had a successful 17 year history of offering programs to the youth of Andover. The building proposed has been redesigned (20,000 sq ft) with options for potential growth in years to come (5,000 sq. ft on top for future expansion). The proposed project would cost \$3,986,200 with \$2M coming from revenues raised by the Youth Foundation and donations along with a continued revenue stream to support the yearly operating budget. The Youth Foundation is asking the Town for the additional \$2M to complete the building project. Also, all expenses incurred for the Youth Services office currently located on Pearson Street would be transferred to the new building which will be located adjacent to the Doherty Middle School soccer field. Reconfiguration of the area of the proposed building site will provide additional parking spaces as well. A presentation of the proposal will be given to the School Committee and Finance Committee in October. The Youth Foundation is in jeopardy of losing their largest donation/donor unless there is a commitment from the Town to move forward which is why the endorsement of the Town is so important at this time. Mrs. Costagliola reported speaking with several neighbors in the area of the site and a neighborhood meeting will be scheduled and all abutters notified.

The Town Manager stated that the \$2M debt for the Town over twenty-years would impact taxpayers about \$15-\$20 per year.

Bob Pokress of Cherrywood Circle said he has no problem with the Youth Services Program but objects to the need for a Special Town Meeting. He feels the Youth Center proposal should be presented at the Annual Town Meeting along with all other proposals. He questions if all feasible options have been explored and would like to see the Finance Committee's recommendation. If this proposal goes to a Special Town Meeting, it will send a message that this is a more important need than other building proposals.

Youth Services Director Bill Fahey gave an impassioned response to the needs for youth in Andover and the history of Youth Services who were asked several years ago to continue to build their program (which they have done) and to come back to Town Meeting with their request. Use of school facilities is limited and the State severely handicapped their ability to build the center without aid from the Town when they declared it a public project thus increasing the cost. Youth Services is committed to continue raising money for the project and will continue to support operating costs. Once the building is approved, the building plans will go through the normal approval process.

Bob Willard, 76 Tewksbury Street, asked how they will ensure and sustain extensive long-term use of the building. Mary Carbone, 3 Cyr Circle, is not in favor of a new Youth Center as there are many programs already available to the youth of Andover. John Pasquale, 47B Whittier Street, said it is important to have the Finance Committee's report and recommendation. Krista DiNapoli of Robandy Road echoed the sentiments of many supporters in attendance when she talked about Youth Services and what an incredible inspirational program they provide with dedicated and caring staff. This is a good financial deal with the Youth Foundation contributing \$2M of the \$4M necessary to build the Center and to continue to raise funds for operating expenses.

Diane Costagliola explained that the request for a Special Town Meeting is due to the potential loss of funds given over the last ten years by donors who are becoming increasingly impatient and who are questioning if their money would be better spent elsewhere if the Town is not going to support building a Youth Center. Until the commitment is made, Youth Services can't raise additional revenue for this project and their largest donor will take back their donation.

Chairman Major thanked Diane Costagliola, Bill Fahey, and various committee members for their presentation. He explained that this is a private/public partnership to build a community facility that will benefit all age groups and complement school programs as well, and would be a permanent solution to a temporary fix. The Board will guide the Youth Foundation on how to effectively move forward after discussion at their next Board meeting.

B. Signs on Public Ways

Selectman Lyman stated that many real estate and political signs are finding their way onto public property. It is important that a message be sent that signs cannot be located in public ways. The Town Manager reported there is an extensive set of regulations on signs and the Building Inspector's Office can be contacted for the regulations. A letter will be sent to local real estate companies outlining the Town regulations for the placement of signs.

C. Town Accountant Re-appointment

This agenda item is rescheduled to the next meeting.

D. Trick-or-Treat

Selectman Teichert motioned to set Monday, October 31, 2011 from 5:00 P.M. to 7:00 P.M. for Trick-or-Treat in Andover as recommended by the Police Department. The motion was seconded by Selectman Vispoli and voted 5-0 to approve.

VII. Consent Agenda

A. Block Party

Selectman Salafia motioned to approve the request of Neil B. Magenheimer, 14 Henderson Avenue, for permission to block his street at the intersection of Lupine Road on Saturday, October 1, 2011 from Noon to 5:00 P.M. for a neighborhood block party. The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Lyman, and voted 5-0 to approve.

B. Run/Walk Fitzgerald Family Fundraiser

Selectman Lyman motioned to approve the request of Stephen R. Flood, 58 Maple Avenue, for permission to conduct a Fun Run/Walk to benefit the Fitzgerald Family of Andover through the streets of Andover on Sunday, October 30, 2011 beginning at 9:00 A.M. at the parking lot of the Tactician Building on Balmoral Street. The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Vispoli and voted 5-0 to approve.

C. "Fill the Boot" Campaign

Selectman Teichert motioned to approve the request of Firefighter Brian Wright, Muscular Dystrophy Association representative for Andover Fire Rescue, who is requesting permission to conduct the MDA "Fill the Boot" campaign on Main Street, on the cobblestone sections, in the downtown area on Friday, September 30, 2011 and Saturday, October 1, 2011 from 8:00 A.M. to 5:00 P.M. The request has been reviewed and disapproved by the Police Department. The Board discussed with Firefighter Brian Wright the locations for collecting and previous incidents that causing disapproval by the Police Department. After clarifying these issues, the motion to approve was seconded by Selectman Vispoli, and voted 5-0 to approve.

D. Change of Manager

Selectman Salafia motioned to approve the request of Sandra Woodin, Bertucci's Restaurant Corporation, 155 Otis Street, Northborough, MA, who is applying for a change of Manager on the Wine & Malt Restaurant License for Bertucci's Brick Oven Ristorante, 90 Main Street, Andover. The new Manager will be Jesse A. Rutstein. The application has been reviewed and approved by the Town Clerk subject to the condition that all requirements of the Town are met prior to the issuance of the license. The motion was seconded by Selectman Vispoli and voted 5-0 to approve.

E. One-Day Beer & Wine License

Selectman Vispoli motioned to approve the request of Wayne Garrod, on behalf of the Andover High School Class of 1976 Reunion Committee, for a one-day beer and wine license for use on Saturday, October 15, 2011 from 8:00 P.M. to Midnight for their class reunion at the Town House. The application has been reviewed and approved by the Town Clerk subject to the condition that all requirements of the Town are met prior to the issuance of the license. The motion was seconded by Selectman Lyman and voted 5-0

to approve.

F. One-Day All-Alcoholic Beverage License

Selectman Lyman motioned to approve the request of Brian Allen, Addison Gallery of American Art, Phillips Academy Campus, Andover, who is applying for a one-day all-alcoholic beverage license for use on Thursday, November 3, 2011 from 6:30 P.M. to Midnight for a fundraiser at the Addison Gallery. The application has been reviewed and approved by the Town Clerk subject to the condition that all requirements of the Town are met prior to the issuance of the license. The motion was seconded by Selectman Lyman and voted 5-0 to approve.

G. Appointments and Re-appointments

Selectman Teichert motioned to approve the following appointments as recommend by the Town Manager and as printed in the agenda. The motion was seconded by Selectman Salafia, and voted 5-0 to approve.

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>MEMORIAL HALL LIBRARY</u>			
Collin Hardgrove	Page – PT	L-1/1 – \$8.00/hr.	9/26/11
<u>COMMUNITY SERVICES</u>			
Daniel P. O’Neil	Counselor – PT	C2A/\$8.00/hr.	9/18/11
Jordan M. Day	Counselor – PT	C2A/\$8.00/hr.	9/18/11
<u>HOUSING PARTNERSHIP/FAIR HOUSING COMMITTEE</u>			
Gail L. Ralston – Term expires 6/30/12 (v. E. McDonough)			
<u>COUNCIL ON AGING</u>			
Joan M. Fox – Term expires 6/30/13 (v. F. O’Connor)			

VIII. Approval of Minutes from Previous Meetings

Selectman Vispoli motioned to approve the Special Meeting Minutes of September 6, 2011 and the Regular Meeting Minutes of September 12, 2011 as presented. The motion was seconded by Selectman Lyman and voted 5-0 to approve.

IX. Adjournment

On a motion by Selectman Salafia with a second by Selectman Vispoli, it was voted 5-0 to adjourn the Regular Meeting of the Board of Selectman at 10:20 P.M.

Respectfully submitted,

Dee DeLorenzo
Recorder

Documents: Memo to Board from the Andover Police Department regarding the Fire Rescue’s MDA “Fill the Boot” request.